

# Human Resources Specialist



Monthly Salary: \$6,717.03 - \$8,164.60

**Opening Date:** 9/13/2017  
**Final Filing Date:** 10/3/2017

## The Position

The Human Resources Department is comprised of four positions: Director, Manager, Specialist, and Administrative Secretary, and provides the City and 300 full-time employees with all Human Resources and Risk Management support. The Human Resources Specialist reports to the Human Resources Manager and works with the Human Resources Department team to provide support citywide in a variety of human resource disciplines such as recruitment, classification, compensation, HRIS support, benefits administration, and workers' compensation.

The ideal candidate is an organized team player, has a broad knowledge of human resource functions, the ability to communicate effectively with employees and management, and drive to learn and develop the City's HR programs.

To view the job description please visit: <http://www.brentwoodca.gov/gov/hr/jobDescription.asp?JobID=100>

## Position Requirements

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

**Education:** Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in human resources or a related field.

**Experience:** Two years of increasingly responsible technical and office support experience in a human resources environment.

## Benefits

- CalPERS Health Care: City Contributes up to \$1,467
- Delta Dental, VSP Vision, Disability Insurance, Life Insurance: 100% paid for by the City
- CalPERS Retirement
- Vacation, Sick, and Holidays

To view all Miscellaneous Office Unit benefits, please visit the Benefit Summary at [www.brentwoodca.gov/benefits](http://www.brentwoodca.gov/benefits)



## Selection Process

Applicants are required to submit a Brentwood Application, Cover Letter, Resume, and Transcripts/Certificates to Denise Deprato at [ddeprato@brentwoodca.gov](mailto:ddeprato@brentwoodca.gov) by **Tuesday, October 3, 2017**. The Brentwood Application is located at <http://www.brentwoodca.gov/hr/default.asp>.

### Tentative Exam and Interview Dates

- Written Exam: October 14, 2017
- Panel Interviews: October 20, 2017
- Department Interviews: November 7, 2017

### Recruitment Contact

Denise Deprato, Human Resources Manager  
(925) 516-5815  
[ddeprato@brentwoodca.gov](mailto:ddeprato@brentwoodca.gov)

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